



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

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bea-con (bē-kən) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

FSIS Demographics

by Glen Durst

Telephone: 202-720-3551

The Administrative Services Division provides a wide spectrum of services to FSIS employees. These include delivering mail, providing supplies, housing employees, and assuring the safety and health of all employees. To provide and enhance these services, we need to periodically update where our employees are located in the U.S. and abroad.

Attachment 1 provides an interesting illustration of the demographic distribution of FSIS employees. The table presents a synopsis of the 36 largest population centers in FSIS. Taken from a National Finance Center database, this information is based upon duty stations (city or town) to which each of us has been assigned.

Several summative statistics:

- the top 36 duty stations in FSIS contain 27% of FSIS employees;
- of the 1,542 duty stations that our employees are located at, there are 697 (45%) that have only 1 employee.

Our goal is provide services to you in the most efficient manner possible. Currently, we are

analyzing the demographics within FSIS to determine the methods to most efficiently provide these services.

OCCUPATIONAL SAFETY AND HEALTH

Slips, Trips, and Falls

by Tom Wright

Telephone: 202-720-3845

Q: I read that next to traffic accidents, falls kill more people than any other kind of accident. What can I do to prevent myself from being injured as the result of slipping, tripping, or falling?

A: As an employer, FSIS is committed to preventing slips, trips, and falls. It takes teamwork to make the workplace as safe and hazard-free as possible. You need to recognize, avoid, and control hazards to prevent on-the-job injuries. Slips, trips, and falls are the result of unsafe acts and unsafe conditions.

- **Unsafe Acts:**
Running
Horseplay
Inattention when walking or climbing
Tilting backwards in chairs
- **Not Following Safety Procedures:**

Using makeshift equipment instead of a ladder
Using ladders or other equipment that is in disrepair
Not using "packing house shuffle."
Walking with a knife in hand rather than in a scabbard

- **Wearing Improper Footwear**
- **Careless Materials Handling:**
Carrying loads that are too large
Carrying loads that block vision
- **Poor Housekeeping Practices:**
Leaving tools or equipment scattered on the floor
Leaving drawers open
Not cleaning up a spill
- **Unsafe Walking and Working Surfaces:**
Wet and greasy floors
Unshoveled snow and ice
Holes, trenches, open manholes, and open drains
Uneven flooring
- **Blocked Walkways:**
Objects left in aisles
Cables, hoses, cords across walkways
Poorly lit walkways and stairwells
- **Unsafe Equipment:**
Ladders in disrepair
Platforms or catwalks without guardrails
Steps without handrail

An injury causing an accident is the usual result of an unsafe condition, an unsafe act, or a combination of the two. Falls happen because people don't expect them. Floors in packing plants may be constantly wet. By anticipating this condition and guarding against it, you'll have fewer falls. You can prevent falls by your attitude and your actions.

Multi-District Safety Poster Contest

by Harry E. Springfield, Jr.
Telephone: 215-597-1123

Recently, during the Multi-District Safety Committee meeting for the Districts of Albany, Boston, Greenbelt, and Philadelphia, which was conducted on February 4-5, 1998 in Pleasantville NJ, the Multi-District Safety Poster Contest was held. Members of the Multi-District Safety Committee judged the posters submitted, and selected finalists based on the theme of "Lockout/Tagout".

The finalists are as follows. The poster entered by Robert D. Ogan, Food Inspector, of Guilford, ME was selected as the first-place winner and will receive a \$250.00 Spot Award. Posters entered by Clement R. Grangier, Supervisory Food Inspector, of Salisbury, MD and Vincent J. Futia, Food Inspector, of Pennsauken, NJ were selected as the second and third place winners, and will receive \$200.00 and \$150.00 Spot Awards, respectively. Their submissions are found in Attachment 2 to this month's newsletter.

In addition, Honorable Mention certificates will be presented to the following FSIS employees for posters submitted to the Multi-District Safety Poster Contest:

- Farooq Ahmad, Supervisory Veterinary Medical Officer, Selbyville, DE;
- Leslie E. Buzzell, Food Inspector, Portland, ME;

- Mario Fuschetti, Food Inspector, Farmingdale, NY;
- Samir A. Hafez, Supervisory Veterinary Medical Officer, Salisbury, MD;
- Michael Piotrowski, Food Inspector, Devault, PA;
- Anthony Rossano, Food Inspector, Carlstadt, NJ;
- Mark Shoemaker, Food Inspector, Cohoes, NY; and
- Samuel D. Strickland, Food Inspector, Claremont, NH.

We would like to take this opportunity to thank those who entered Lockout/Tagout Posters in the Multi-District Safety Poster Contest for 1997. We are looking forward to the Multi-District Safety Poster Contest for 1998 for which there is an undetermined theme as of this date. If any employee has an idea for the theme for the 1998 Multi-District Safety Poster Contest please forward to:

Harry E. Springfield Jr.
Safety and Occupational Health Specialist
USDA, FSIS, ASD, EHSB
701 Market St., 2-B South
Mellon Independence Center
Philadelphia, PA

PROCUREMENT

Credit Card Restrictions Modified

by Pete Bridgeman
Telephone: 202-720-5743

Under the following conditions it is now allowable for employees with an I.M.P.A.C. Credit Card to use them for conference rooms and some training. The following conditions apply:

Conference Rooms

1. Employees should check for availability of appropriate space within the Federal Building the office is located and other local Government Facilities. (For

Washington Headquarters contact the Personal Property, Motor Vehicle & Supply Section at 720-4993).

2. If there is no appropriate space available, employees may use the I.M.P.A.C. purchase card for commercial conference facilities. The card can be used up to the cardholders limit and may include audio/video equipment, etc. to support the conference. The card may not be used for the purchase of food, beverages, or related services.
3. If the amount required for the conference facility is over the cardholder limit prepare and forward Form AD-700 to the Procurement and Property Branch.

Training

1. Complete and process the SF 182 (Request for Training). This insures that the employees training records are accurate and current.
2. In Block #25 input in bold caps, "TO BE PAID AND REGISTERED WITH VISA I.M.P.A.C."
3. The amount of the training must be under the small purchase threshold of \$2,500. Ensure the availability of appropriated funds for the fiscal year in which the training is to be provided.

For additional information contact Janet Elm at 202-720-3614.

DIRECTIVES MANAGEMENT

Index of Directives

by Mary M. Wissman
Telephone: 202-720-8287

We have prepared the 1998 edition of the FSIS Directives Numeric and Subject Index. The Index includes

FSIS directives issued as of 1/1/98. Copies have been printed and distributed to FSIS offices.

Additional copies are available from the Printing and Distribution Section (P&DS) of the Paperwork Management Branch, Room 0157-S, (202) 720-4661. Each calendar year quarter, we will supplement the Index with an FSIS Checklist, to list the directives and notices issued during the quarter.

Since 1/1/98, FSIS has issued the following directive and notices:

- Directive 10,010.1 (2/1/98)
Microbiological Testing Program for Escherichia coli 0157:H7 in Raw Ground Beef
- Notice 1-98 (1/8/98)
HACCP Telephone Hotline
- Notice 2-98 (1/9/98)
1998 Pay Increase
- Notice 3-98 (1/16/98)
Cancellation of Directives
- Notice 4-98 (1/28/98)
Veterans' Preference for Gulf War Service
- Notice 5-98 (2/6/98)
Prevention of Sexual Harassment Policy Statement
- Notice 6-98 (2/11/98)
Annual Notice of Right to Request Union Representation
- Notice 7-98 (2/12/98)
Coordinating Reasonable Accommodations for Disabled Employees

Directives and notices are distributed automatically to applicable agency employees and offices. Additional copies are available from the P&DS.

PAPERWORK MANAGEMENT

District Office Records Management Assistance

by Vern McLendon
Telephone: 202-720-5033

During the weeks of December 1, 1997 and January 26, 1998, Paperwork Management Branch (PMB), ASD assisted in records

operation at the Dallas District office. Assistance included:

1. Reviewing over 500 cubic feet of inactive Regional and Area records;
2. Disposing approximately 200 cubic feet of records eligible for disposal;
3. Preparing and transferring 285 cubic of records to Federal Records Center (FRC);
4. Reviewing over 106 cubic feet of active District office records;
5. Establishing centralized file concept for most district records; and
6. Providing customized records training to District clerical staff.

District offices requiring records operations assistance should contact Vern McLendon on (202) 720-5033.

Disposal of Official Meat and Poultry Plant Facilities: Specification and Equipment Records

FSIS eliminated prior approval requirements of Official establishment drawings, specifications, equipment and certain partial quality control programs due to changes in the Federal meat and poultry regulations (Federal Docket #95-032F, dated 8-25-97).

PMB has received approval from the National Archives and Records Administration to dispose of the following records. These Agency records may be shredded or burned:

1. Plant design and structure case files
2. Plant blueprints
3. Plant equipment for use case files
4. Published listings of equipment

Inspectors can offer these records to Plant Management prior to disposal.

Please call Vern McLendon on 202-720-5033 if you have questions.

SUPPLIES

Supply System Training Video

by Pete Bridgeman

Telephone: 202-720-5743

The second phase of production of the training video, the studio shoot, was completed the week of February 2nd, as was the beginning of the edit process. Following the completion of the edit process, a draft copy of the video will be provided to the National Joint Council of Food Inspectors Locals (NJC), for review and comment. Barring any unforeseen delays, the video should be available for distribution to Circuit Supervisors and District Offices by the end of March.

Address Changes

A number of orders come into Landover where the Customer I.D. # does not match the Est. # or address that is indicated on the order. Supplies can only be sent to the address that is in the system for a particular Customer I.D. #. If a plant moves, or if the address in Landover's system is not correct, please notify the Administrative Services Division at 1-800-714-8335, so we can make the address correction to your account, and ensure timely and accurate delivery of your supplies. If you try to use another plant's Customer I.D. # to have supplies shipped to a location where an account has not been set up, this won't work. If you need supplies shipped to a location where an account hasn't been set up, please contact us at the toll-free number first, so we can set up an account at the location to which you need supplies sent. Orders without a Customer I.D. # may be returned, unfilled.

Cut Resistant Gloves

We have had continual problems keeping these in stock, as we have only been able to acquire limited quantities from the vendors with whom we had originally contracted. We have found a vendor that will be better able to meet the demand, and do hope to be able to keep an ample supply in stock in the future. We apologize for the delays you have experienced in obtaining this needed safety item.

Services Rendered (FSIS 5110-1)

These have been out of stock for the better part of the past month, but are expected in by mid-March. All back-orders will be filled when they come in.

Separate Your Orders

We are still receiving a large number of orders where office supply items (orange section of catalog) are being ordered on the same order with forms and specialty items (green section of catalog). This slows the whole system down, causing delays in the filling of orders, and confusion when tracking orders. ***Beginning in April, any orders that are mixed like this may be returned, unfilled, to the sender.*** Please separate your orders to avoid these unnecessary delays.

New Catalog Update

We're close to completion on the revised Supply Catalog, and are still shooting for a late March distribution of the new catalog to all FSIS Field Supply Customers. A suggestion was recently made to include an alphabetical index for specialty items and forms, in addition to the numeric order the forms are listed

in. Thanks go out to Inspector Fred Tancordo for this excellent suggestion. It was a great idea, and we will incorporate it into the catalog. Thanks, Fred!

Electronic Forms No Longer Available at Landover

Following is a list of forms that were previously available at Landover, but are now available electronically only, from the District Offices. These forms are no longer available from Landover:

Form No.	Title
FSIS 5200-1	Grant of Inspection
FSIS 5200-2	Application for Federal Meat, Poultry, Or Import Inspection
FSIS 5200-3	Voluntary Suspension or Withdrawal of Service
FSIS 5200-4	Recommendations for Approval of Establishment
FSIS 5200-6	Application/ Approval for Voluntary Reimbursable Inspection Service

IMPAC Cards for FAIM Supplies

Several months ago we were planning to go forward with making the Visa IMPAC cards available to all FAIM users for the purchase of computer supplies. Just as we were ready to implement this plan, we learned that the Agency is being required to convert to an electronic billing system for all IMPAC card users during FY98. The software and configuration requirements for

this system, which all IMPAC card holders will have to have on their computers, as well as access to the National Finance Center, will be prohibitive for FAIM users, so this plan has been shelved. All current IMPAC Card holders will be provided training, software and the required access during FY98. We will continue to explore other methods for computer supplies, particularly paper, to be able to be purchased locally, for your convenience and considerable cost savings to the Agency. Current cardholders should continue to use the card for FAIM and other supplies. There are no restrictions on current cardholders. We will keep you posted of developments in this area.

Record Month

During the month of January, Landover processed more than twice the number of orders that are normally processed in a month. We're happy to report that the backlog created by everyone coming in with orders all at once, is now all caught up. Special thanks go to Floyd Tazel, FSIS's man in Landover, for all of his efforts in getting us caught up.

To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:

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**Largest FSIS Duty Station Assignments
As of 2/1/98**

Duty Station	State	FO Inspection	FO Other	FSIS Other	Total	Comments
Washington	DC	3	99	545	647	Headquarters
Athens	GA	73		90	163	Eastern Laboratory
Omaha	NE	64	68		132	Technical Service Center
Minneapolis	MN	5	14	96	115	District Office and Personnel Operations Branch
Springdale	AR	85	12	1	98	District Office
Urbandale	IA		19	66	85	District Office and Financial Processing Center
Gainesville	GA	74			74	
Fresno	CA	70	1	1	72	
Alameda	CA		25	46	71	District Office and Western Laboratory
Forest	MS	68			68	
Livingston	CA	67			67	
St Louis	MO	14		53	67	Midwestern Laboratory
Philadelphia	PA	34	23	7	64	District Office
Dallas	TX	36	19	8	63	District Office
Greeley	CO	59			59	
Detroit	MI	55	2		57	
Mount Pleasant	TX	55			55	
Albertville	AL	53			53	
Dodge City	KS	51			51	
Tar Heel	NC	51			51	
Amarillo	TX	49			49	
Decatur	AR	49			49	
Batesville	AR	48			48	
Lewiston	NC	48			48	
Wilkesboro	NC	47			47	
Chicago	IL	46			46	
Lufkin	TX	46			46	
Jackson	MS	29	16		45	District Office
Fort Smith	AR	44			44	
De Queen	AR	43			43	
College Station	TX		42		42	Human Resources Development Staff
Trussville	AL	42			42	
Morton	MS	41			41	
Carthage	MS	40			40	
Ellijay	GA	40			40	
Vernon	CA	39	1		40	